

HIRING MANAGER'S USER'S GUIDE

Winston-Salem State University Hiring System



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INTRODUCTION

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Welcome to The Winston-Salem State University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Positions
- Create and submit Requisitions
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

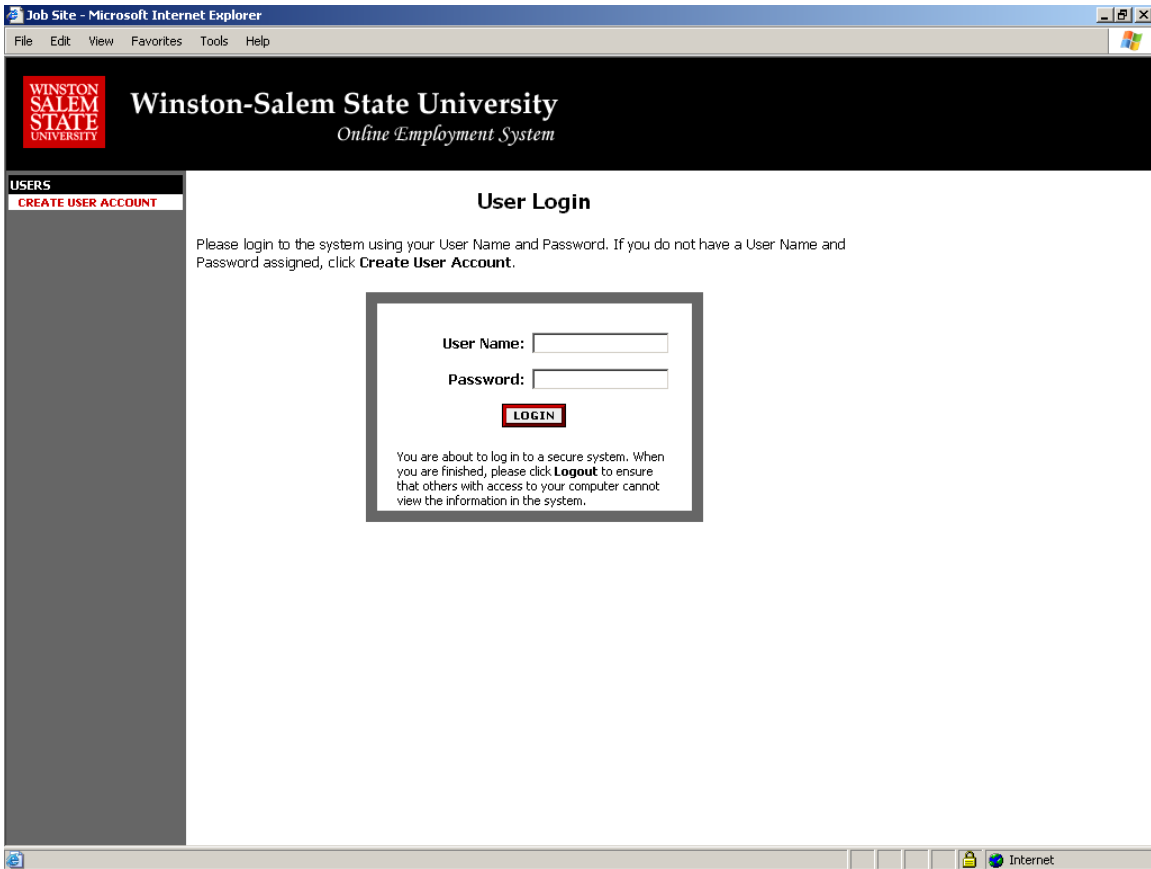
Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

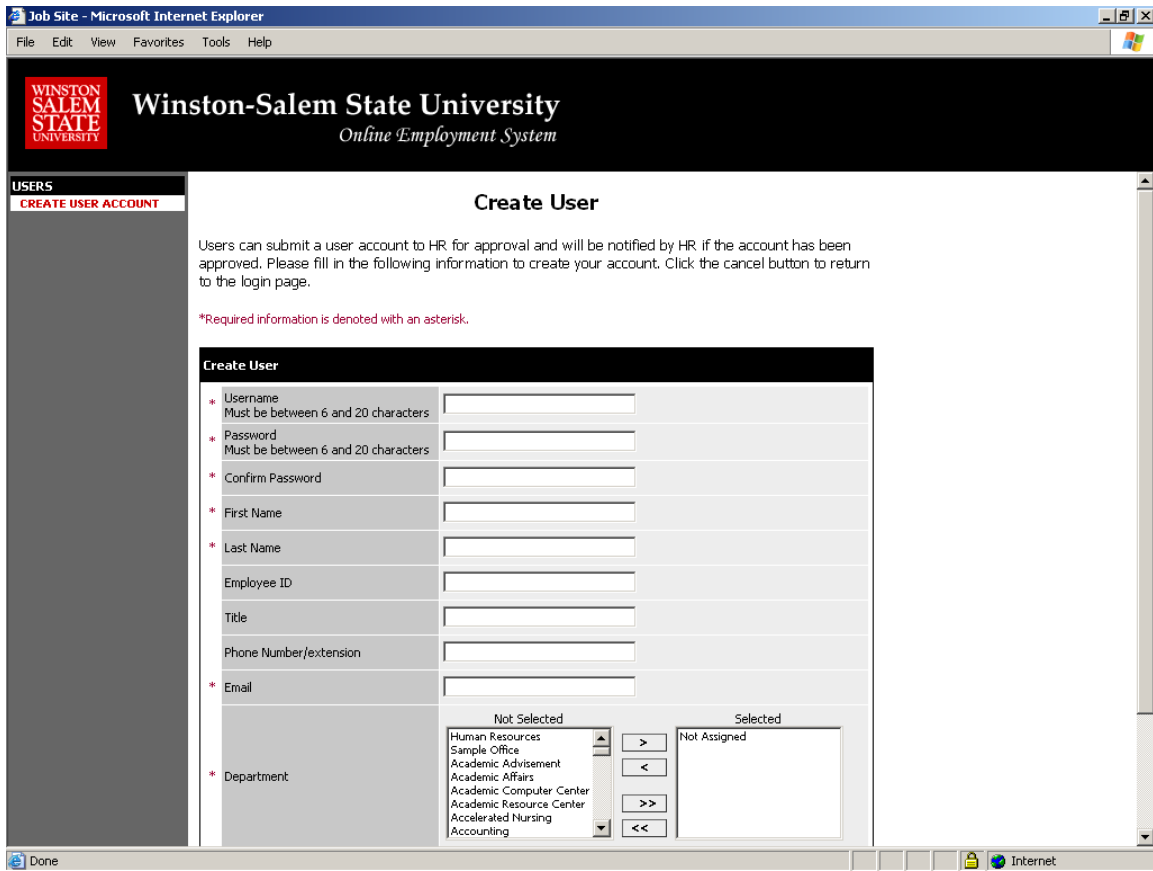
GETTING STARTED

.....

After entering the URL, the "login screen" for the system will appear and should be similar to the following screen:



Before you may enter the site, you must create your own account by clicking on the "**Create User Account**" link on the left side of the screen. After you click this link, the following screen will appear:



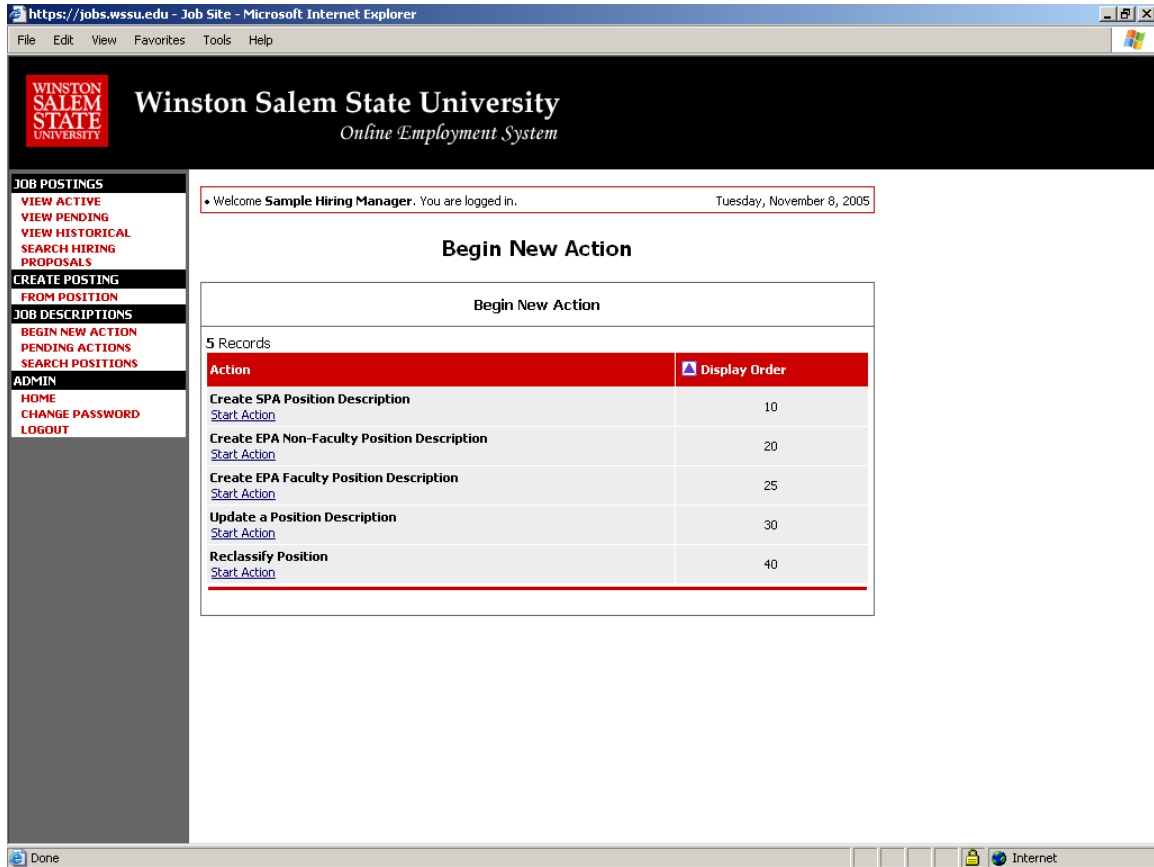
Enter a user name and password, along with the rest of the requested information.

Please write down your user name and password. You will need them each time you log in to the system.

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

POSITION DESCRIPTION ACTIONS



Position Description options are broken down into different Actions in the online system. Typical options are:

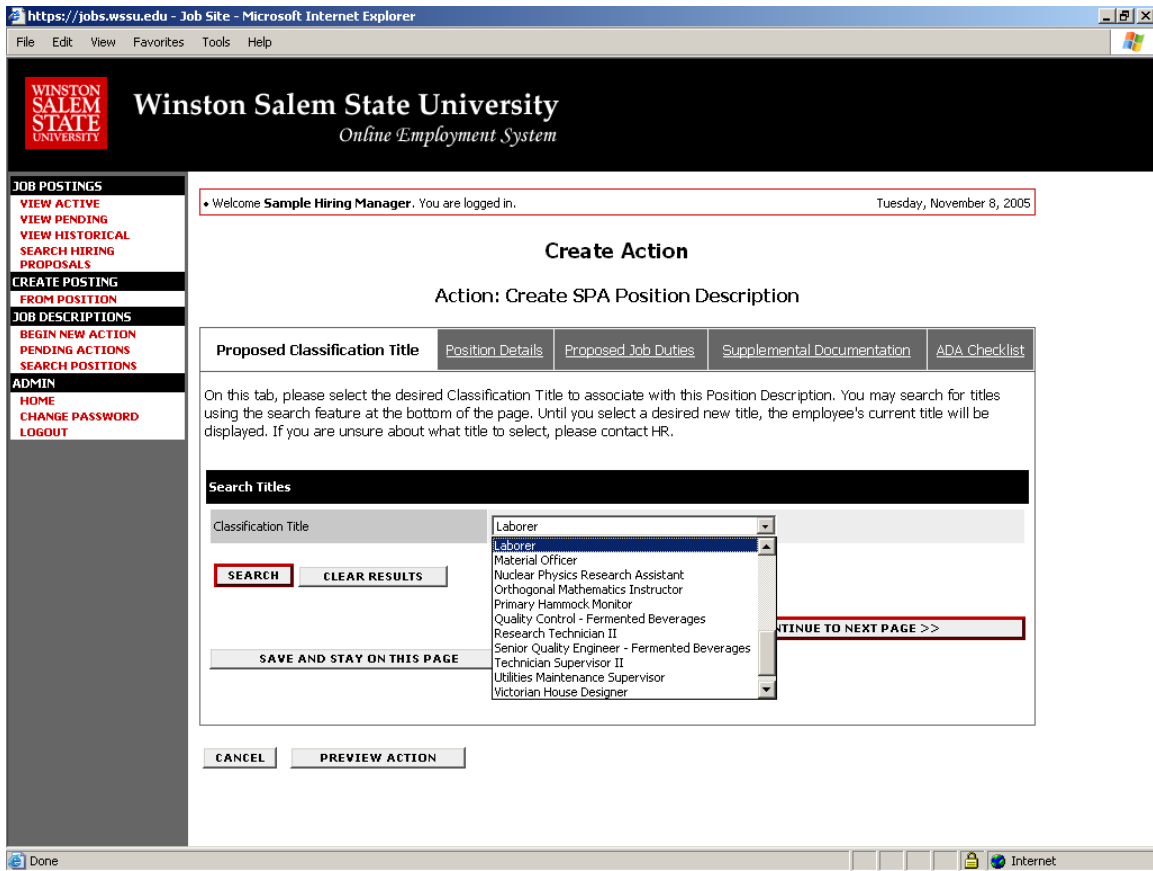
- Create New Position
- Update Existing Position

To begin a position description action, click the "Begin New Action" link in the Job Description section of the navigation bar. Your Action choices will then appear. In the following example, "Establish Position" was selected.

Selecting a Proposed Title

There are several tabs across the top of the screen. When you first enter this screen, you will be in the "Proposed Classification Title" tab. This screen allows you to associate a specific classification title with the Position Description being created.

In the example below, select a title was from the dropdown list. After searching for the title, click on the 'Select Title and Continue' link to associate this specific title with the proposed Position Description.

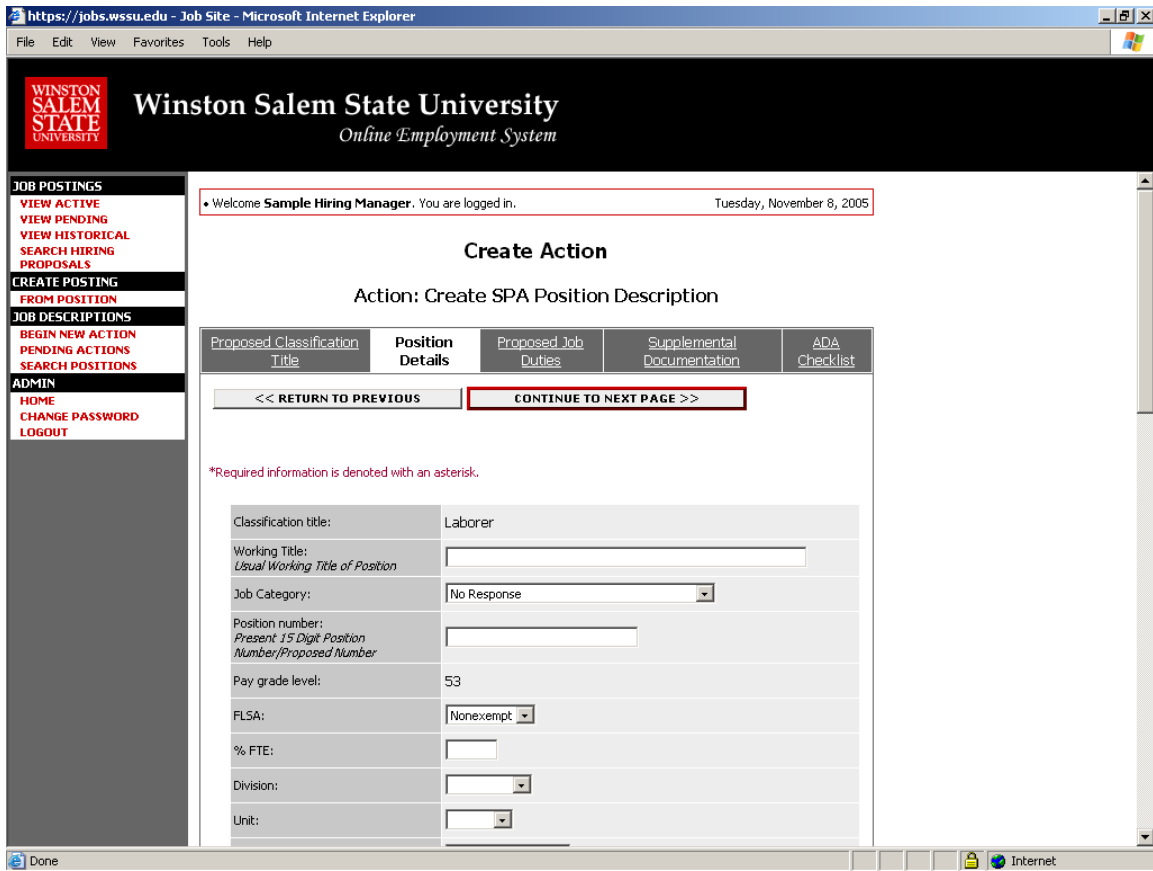


Position Description Details

Once the title is selected, you will be looking at the Details screen for the Position Description.

A few notes about this screen:

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. **VERY IMPORTANT:** A Position Description is **Not Saved** until you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.



Essential Job Functions

After continuing to the next page, you may be taken to additional details tabs. One of the tabs you will be filling out is the “Essential Job Functions” tab.

The “Essential Job Functions” of a Position Description are the duties the incumbent in this position performs on a routine basis. *Essential* duties are those that **MUST** be performed by the incumbent in the position.

To add duties to your Position Description, click on the “Add New Entry” button at the bottom of the tab.

https://jobs.wssu.edu - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Winston Salem State University
Online Employment System

JOB POSTINGS
[VIEW ACTIVE](#)
[VIEW PENDING](#)
[VIEW HISTORICAL](#)
[SEARCH HIRING PROPOSALS](#)
CREATE POSTING
[FROM POSITION](#)
JOB DESCRIPTIONS
[BEGIN NEW ACTION](#)
[PENDING ACTIONS](#)
[SEARCH POSITIONS](#)
ADMIN
[HOME](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

Action: Create SPA Position Description

Proposed Classification Title	Position Details	Proposed Job Duties	Supplemental Documentation	ADA Checklist
<p>✓ The entry has been added.</p> <p>On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.</p> <p>To begin entering each individual duty, click the "Add New Entry" button. Enter each percent of time and duty, and click "Add Entry". Percentages must add up to 100%.</p> <p>You may copy and paste from another document. Do not include duties which constitute less than 5%.</p> <p>To edit an existing entry, click the Edit link. To delete an entry, click the Delete link.</p> <p>To add a new Entry, click the Add New Entry Button Below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p>				
Existing Entries				
Percent of Duty Total: 90				
1 Record				
<input checked="" type="checkbox"/> % of Time	<input checked="" type="checkbox"/> Responsibility / Duty			
90	View Edit Delete	this is the first duty for this job		

ADD NEW ENTRY


<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

Done Internet

After clicking the "Add New Entry" button, you should see a form similar to the following:

https://jobs.wssu.edu - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Winston Salem State University
Online Employment System

JOB POSTINGS

[VIEW ACTIVE](#)

[VIEW PENDING](#)

[VIEW HISTORICAL](#)

[SEARCH HIRING PROPOSALS](#)

CREATE POSTING

[FROM POSITION](#)

JOB DESCRIPTIONS

[BEGIN NEW ACTION](#)

[PENDING ACTIONS](#)

[SEARCH POSITIONS](#)

ADMIN

[HOME](#)

[CHANGE PASSWORD](#)

[LOGOUT](#)

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

Existing Entries

Percent of Duty Total: **90**

1 Record

% of Time	Responsibility / Duty
90 View Edit Delete	this is the first duty for this job

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

* Percent of total time:

Essential/Non-Essential:

* Description of job responsibility/duty:

ADD ENTRY

You will be able to add as many duties as needed for this particular position. For each duty you add, you should add a description of the duty, indicate whether the duty is essential for the performance of this position, and the estimated percent of time spent performing the duty. Typically the duty percentages will total 100%.

Once you are finished entering your duties, you'll see a screen similar to the following:

The screenshot shows a web browser window with the URL <https://jobs.wssu.edu>. The page title is "Winston Salem State University Online Employment System". The left sidebar contains navigation links for Job Postings, Create Posting, Job Descriptions, and Admin. The main content area displays a confirmation message: "The entry has been added." Below this, instructions are provided for entering duties, including a note that percentages must add up to 100%. A table titled "Existing Entries" shows two records with columns for "% of Time" and "Responsibility / Duty".

% of Time	Responsibility / Duty
90	this is the first duty for this job
10	this is duty #2

Buttons at the bottom include "ADD NEW ENTRY", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE".

You may click the "Continue to Next Page" button to go to any additional tabs.

It is also important to note that you may click the "Preview Action" button at any time in order to save your position description for completion at a later date or to send for approval.

Supplemental Documentation

You may have additional documentation to support your Position Description request. For example, memos or organizational charts may be requested when creating a new Position Description. You may attach a particular document by clicking the 'Attach' link next to the specific type of document you are wanting to attach to your position.

Winston Salem State University
Online Employment System

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
SEARCH HIRING PROPOSALS

CREATE POSTING
FROM POSITION

JOB DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITIONS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Proposed Classification Title Position Details Proposed Job Duties Supplemental Documentation ADA Checklist

Please Note: an Organizational Chart must be attached to all positions.

To attach a document, click the **Attach** link next to the type of document you wish to upload.

When you are finished managing document(s), please click **Continue to Next Page**.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics
- Convert Visio files to .pdf format before uploading

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

2 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Memo	Not Attached	
Attach	Organizational Chart	Not Attached	

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Once you have selected the document type you wish to upload you will have 2 options:

- You may browse for the file if you have it stored on your computer in one of the following formats:
 - Adobe Acrobat
 - Microsoft Word
 - Microsoft Excel
- You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.

Submitting the Position Description

After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the position description, click on the **Continue to Next Page** or **Preview Action** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.

https://jobs.wssu.edu - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

WINSTON SALEM STATE UNIVERSITY
Winston Salem State University
Online Employment System

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
SEARCH HIRING PROPOSALS
CREATE POSTING
FROM POSITION
JOB DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Tuesday, November 8, 2005

View Action Summary

Action: Create SPA Position Description

To change the status of this action, choose from the statuses below:

[Edit](#) [Printer-Friendly Version](#)

Action Status

Send Action to Hiring Authority for Approval
 Send Action to Human Resources
 Save Action Without Submitting

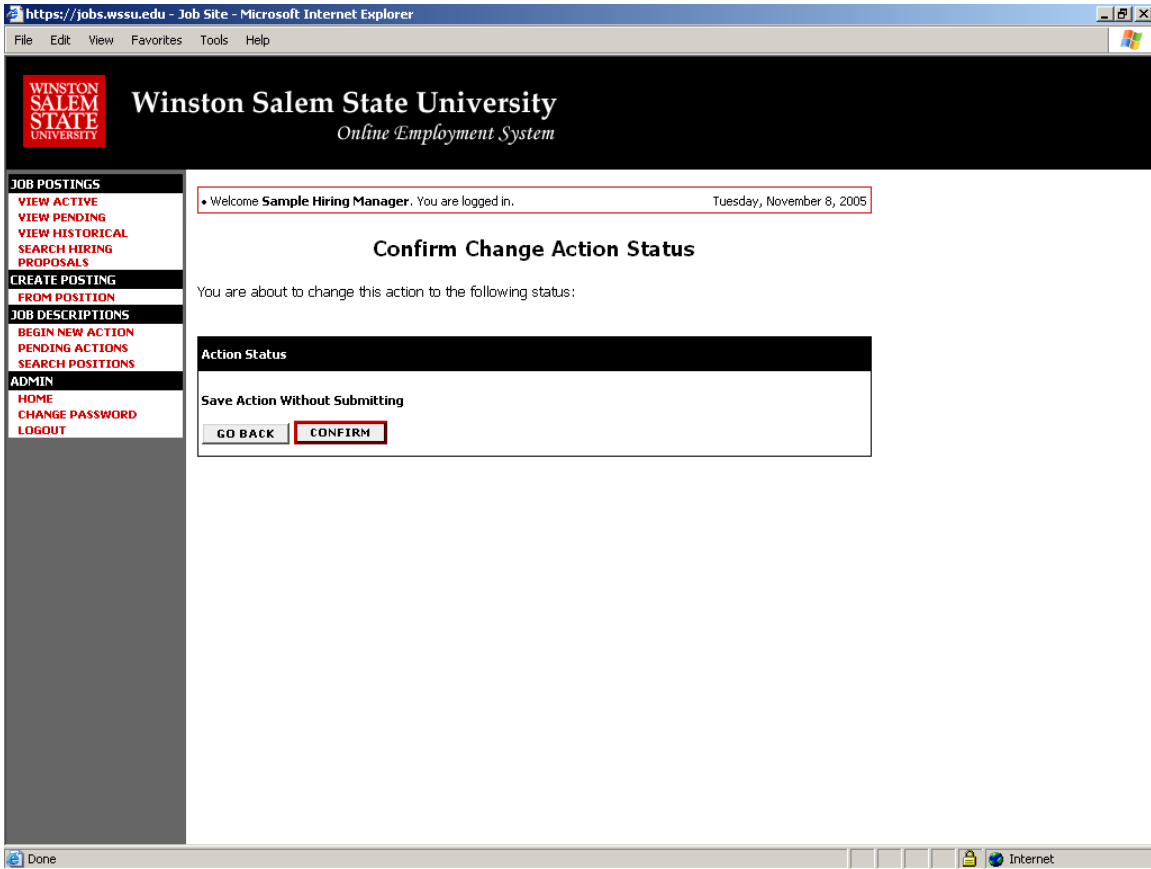
CANCEL **CONTINUE**

Position Details

Classification title:	Laborer
Working Title: <i>Usual Working Title of Position</i>	
Job Category:	No Response
Position number: <i>Present 15 Digit Position Number/Proposed Number</i>	
Pay grade level:	53
FLSA:	Nonexempt

Done Internet

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page.



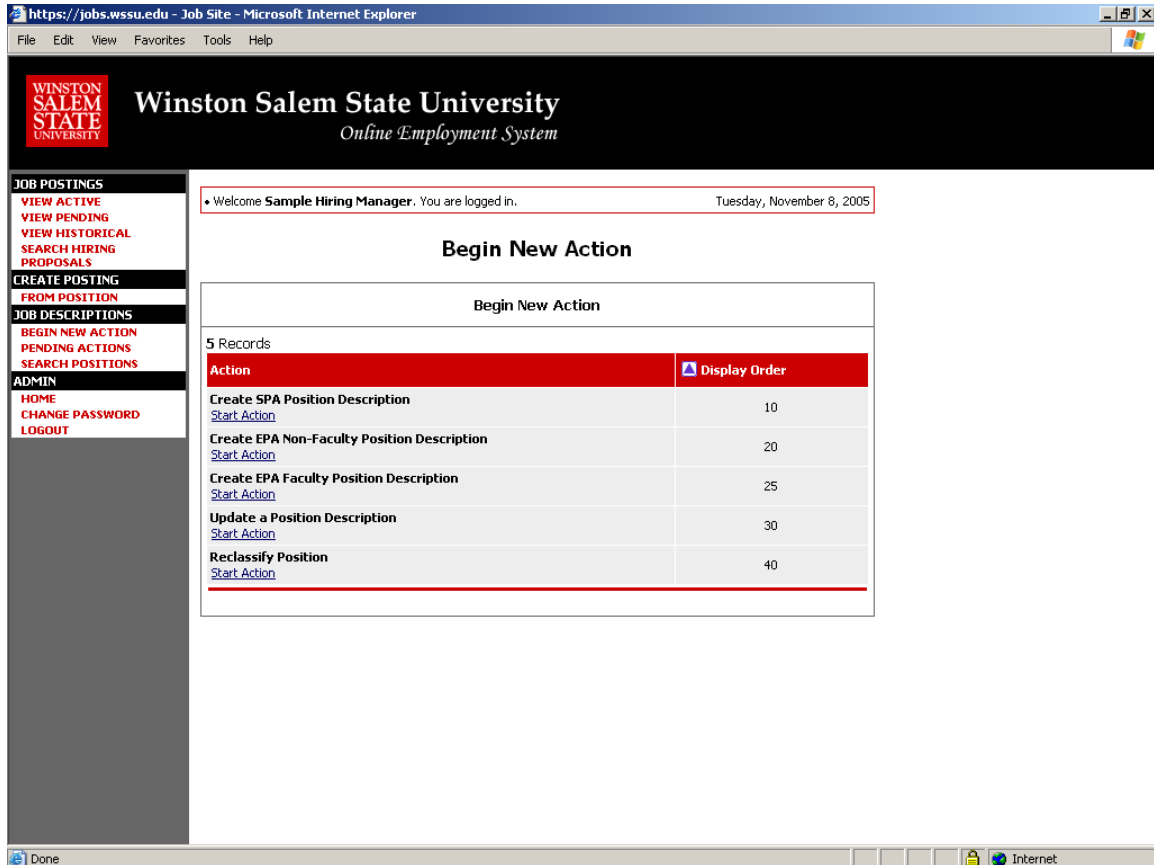
Press **Confirm** to complete this step.

The details of your position description are NOT SAVED until you complete this step.

OTHER POSITION DESCRIPTION ACTIONS

Searching Existing Position Descriptions

Other than actions that will create a brand new position description in the system, most actions will be updates to existing position descriptions. Whether this involves a change in classification or other update, you are modifying the official position description with new information.



Select the action you wish to begin. For this example, the Update a Position Description action has been selected.

Once you have started your action, you must find the existing position description you wish to modify. You should see a screen similar to the following:



Winston Salem State University

Online Employment System

- JOB POSTINGS**
 - VIEW ACTIVE
 - VIEW PENDING
 - VIEW HISTORICAL
 - SEARCH HIRING PROPOSALS
- CREATE POSTING**
 - FROM POSITION
- JOB DESCRIPTIONS**
 - BEGIN NEW ACTION
 - PENDING ACTIONS
 - SEARCH POSITIONS
- ADMIN**
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Tuesday, November 8, 2005

Action: Update a Position Description

Search Positions to Begin Action On

Position Number	<input type="text"/>	Employee First Name	<input type="text"/>
Classification Title	Any <input type="text"/>	Employee Last Name	<input type="text"/>

Searching Position Descriptions

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

Winston Salem State University
Online Employment System

WELCOME Sample Hiring Manager. You are logged in. Tuesday, November 8, 2005

Action: Update a Position Description

Choose Position Description to Begin Action On

82 Records

Classification Title	Position Number	Employee Last Name	Last Action	Date Approved
Academic Advisor Start Action View Summary	6084-0000-0001-703		New Position Description Approved View History	07-07-2005
Research Technician II Start Action View Summary	1234-1234-1234-12345		New Position Description Approved View History	09-25-2005
Academic Advisor Start Action View Summary	6084-0000-0001-703		New Position Description Approved View History	09-28-2005
Driver Start Action View Summary	34746-21397-23884		New Position Description Approved View History	09-29-2005
Laborer Start Action View Summary	T-300		New Position Description Approved View History	09-29-2005
Chairperson, Graduate Programs-Nursing Start Action View Summary	6084-0000-0001-768		New Position Description Approved View History	10-06-2005
Hammock Monitor III Start Action View Summary	27663-232387-123		New Position Description Approved View History	11-01-2005
Research Technician II Start Action View Summary	123123-124344-554		New Position Description Approved View History	11-01-2005

Once you have found the position you would like to update, click the 'Start Action' link below the position title.

https://jobs.wssu.edu - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

WINSTON SALEM STATE UNIVERSITY
Winston Salem State University
Online Employment System

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
SEARCH HIRING PROPOSALS

CREATE POSTING
FROM POSITION

JOB DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITIONS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

• Welcome **Sample Hiring Manager**. You are logged in. Tuesday, November 8, 2005

Create Action

Action: Update a Position Description

Position Details | Proposed Job Duties | Supplemental Documentation | Justification

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee First Name:	
Employee Last Name:	
Employee ID Number:	
Classification title:	Academic Advisor
Working Title: <i>Usual Working Title of Position</i>	<input type="text"/>
Job Category:	No Response
Position number: <i>Present 15 Digit Position Number/Proposed Number</i>	6084-0000-0001-703
Pay grade level:	70
Division:	<input type="text"/>

Done Internet

You will be taken back to a tab view where you can modify the details of the position description.

NOTE: the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.

CREATING A REQUISITION/POSTING

To create a Posting, begin by clicking a link under the header “Create Posting”. Depending on your user type, your options could include:

- From Scratch
- From Position

Entering Requisition Information

In the following example, the “From Position” option was selected. After searching and selecting the position you want to use, you should see a screen similar to the following:

The screenshot shows a web browser window with the URL <https://jobs.wssu.edu>. The page title is "Winston-Salem State University Online Employment System". The user is logged in as "Sample Hiring Manager" on Wednesday, November 9, 2005. The main heading is "Create Posting - Laborer". There are four tabs: "Posting Details" (selected), "Posting Specific Questions", "Points", and "Guest User". A red box highlights a "CONTINUE TO NEXT PAGE >>" button. Below this is a text block explaining the process: "To create a requisition, first complete the information on this screen, then click Continue to Next Page >>. Proceed through all sections completing all necessary information. To submit the requisition to human resources, you must click on the Continue to Next Page >> button from the last section. Once a summary page appears, select the Submit button and click Continue. Your requisition will not be saved or sent to the next status until you see the confirmation page and click the Confirm button." A note states: "*Required information is denoted with an asterisk." The form fields include: "Posting number:" (empty), "POSITION INFORMATION" section with "Vacancy Type:" (dropdown), "Time-Limited Position?" (radio buttons for Yes, No, No Response), "If Yes, Appointment Length:" (text input), "% FTE: (ex. 1, .75, .5)" (text input), and "* Classification title:" (text input with "Laborer" entered). The Windows taskbar at the bottom shows various open applications and the system clock at 2:44 PM.

There are several tabs across the top of the screen. When you first enter this screen, you will be in the “Posting Details” tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

A few notes about this screen:

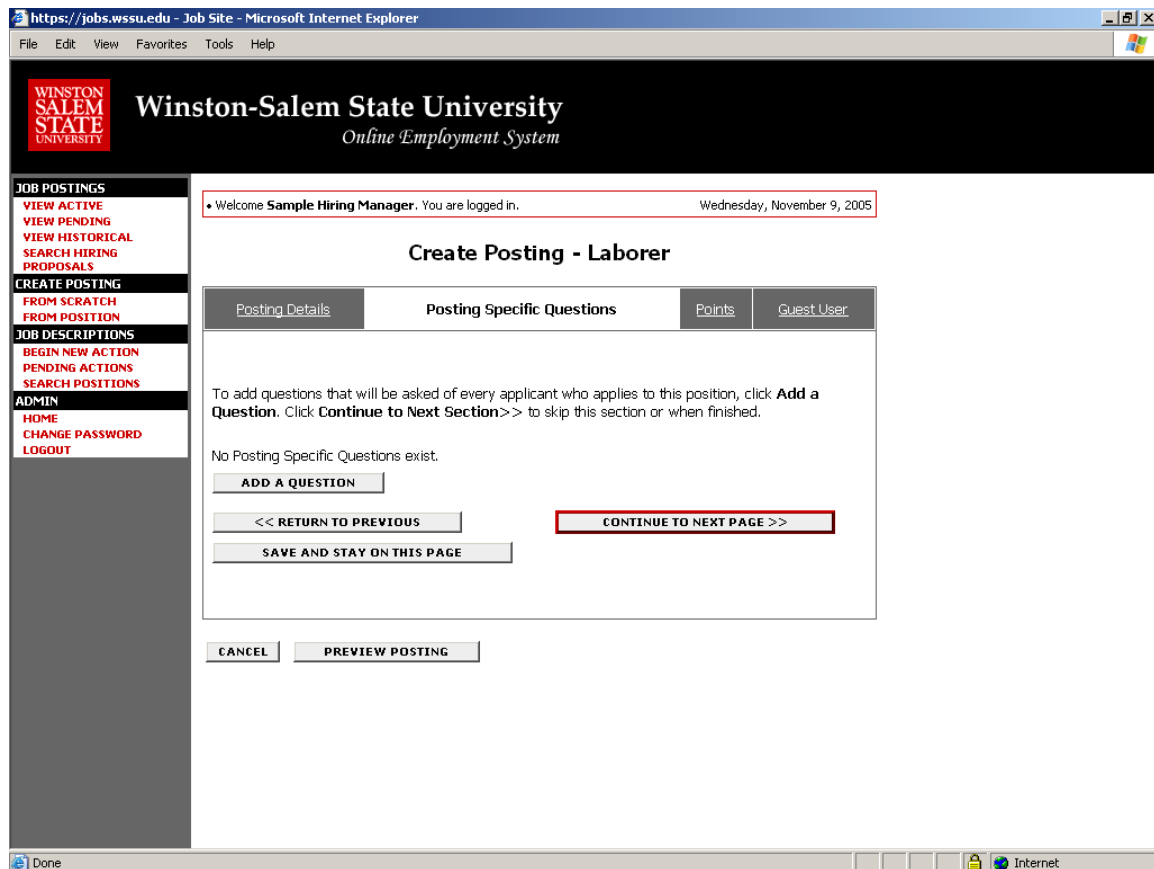
1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. **VERY IMPORTANT:** A Requisition is **Not Saved** until after you have completed the final step of the process, clicking Confirm on the final summary page. If you log out or click a

link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

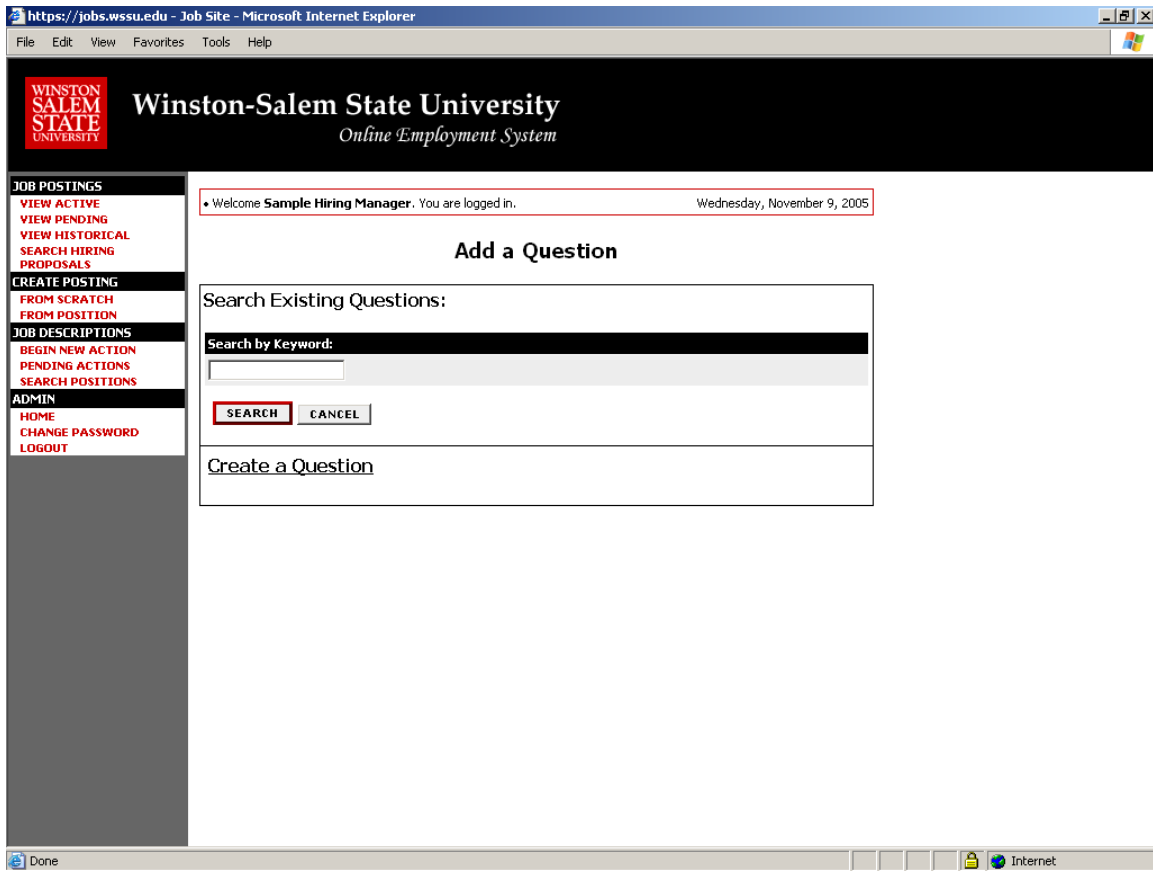
Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.



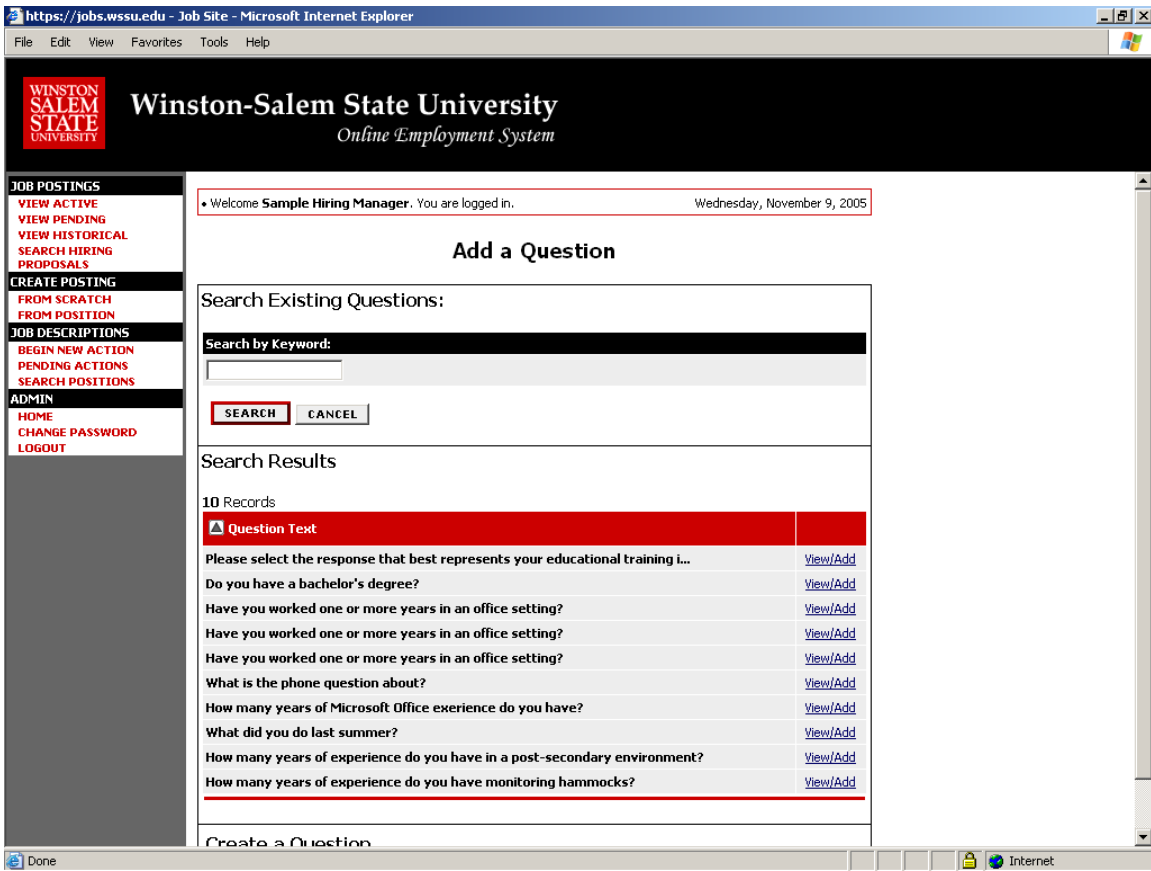
If you are not adding any Screening Questions, click the **Continue to Next Page** button.

To add a Screening Question to this Requisition, click on the **Add a Question** button, which returns the following page:

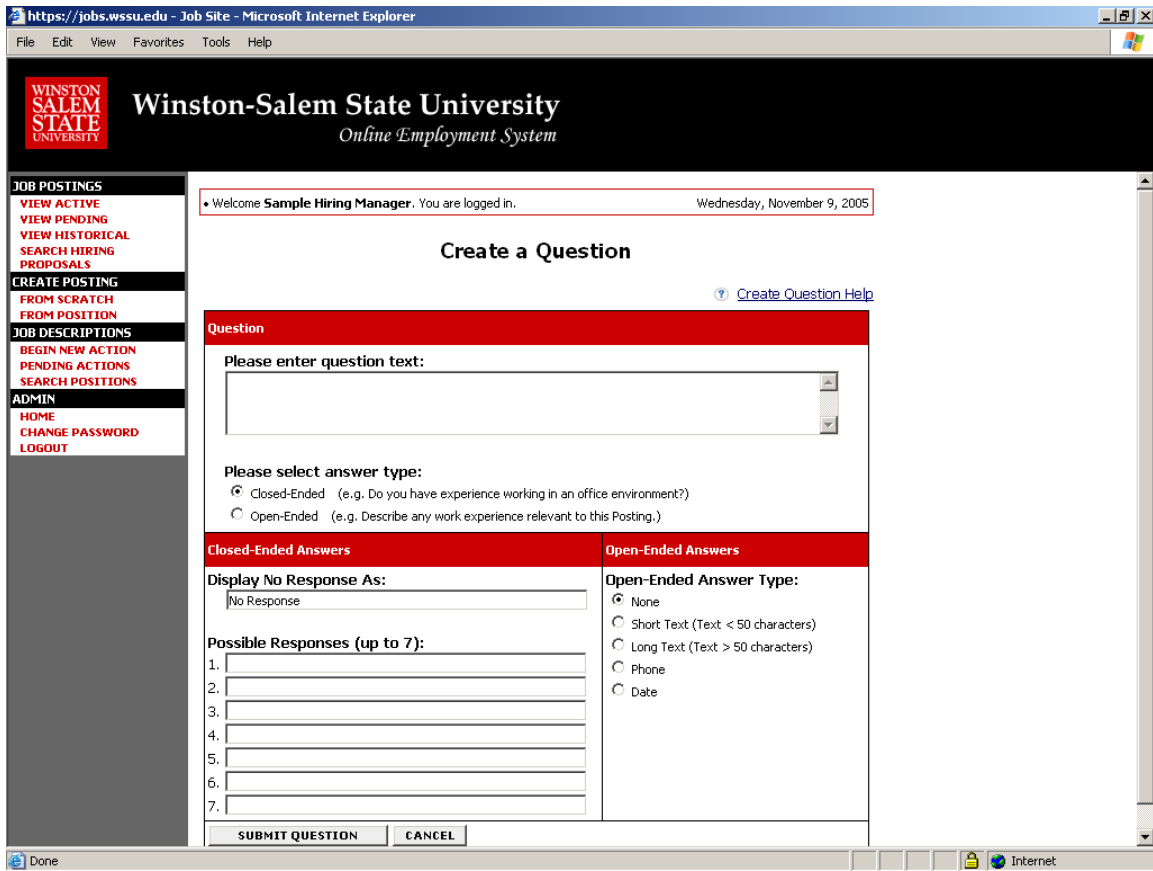


The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank to see all questions). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.



After clicking the **Create a Question** button, the following screen will appear:



Step 1: *Please enter question text:* Enter the text of the question you wish to ask all candidates who will apply to this Posting.

Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based on your selection in step 2.

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer.

For example:

Do you have experience working in an office environment?
Possible Responses: Yes or No

The screenshot shows a web browser window with the URL <https://jobs.wssu.edu>. The page title is "Winston-Salem State University Online Employment System". The user is logged in as "Sample Hiring Manager" on Wednesday, November 9, 2005. The main heading is "Create a Question".

Question

Please enter question text:
Do you have experience working in an office environment?

Please select answer type:
 Closed-Ended (e.g. Do you have experience working in an office environment?)
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers

Display No Response As:
No Response

Open-Ended Answers

Open-Ended Answer Type:
 None
 Short Text (Text < 50 characters)
 Long Text (Text > 50 characters)
 Phone
 Date

Possible Responses (up to 7):

1. Yes
2. No
- 3.
- 4.
- 5.
- 6.
- 7.

SUBMIT QUESTION CANCEL

After selecting the "Closed Ended" radio button, enter the answer choices that candidates can choose from in the boxes labeled "Possible Responses". In this case, you would enter:

1. Yes
2. No

Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.

The screenshot shows a web browser window with the URL <https://jobs.wssu.edu>. The page title is "Winston-Salem State University Online Employment System". The user is logged in as "Sample Hiring Manager" on Wednesday, November 9, 2005. The main heading is "Create a Question".

Question

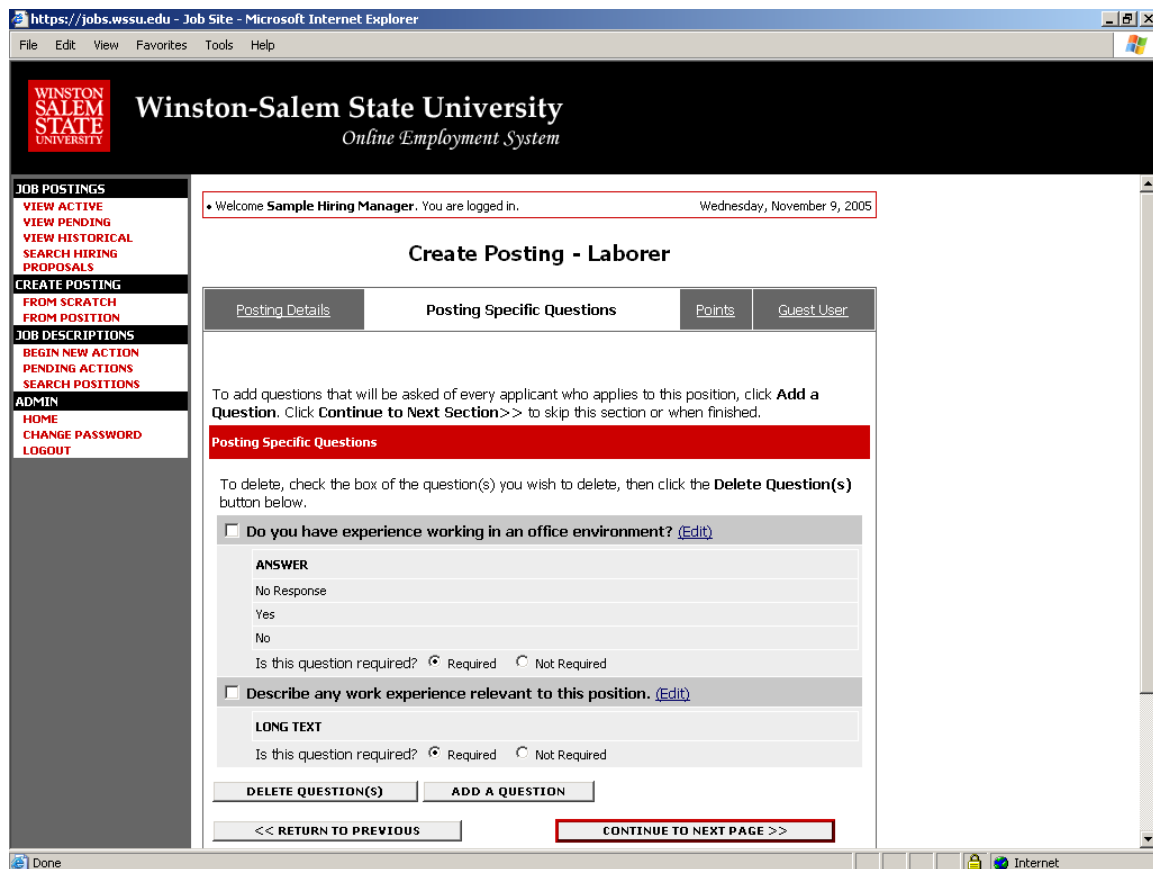
Please enter question text:
Describe any work experience relevant to this position.

Please select answer type:
 Closed-Ended (e.g. Do you have experience working in an office environment?)
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers	Open-Ended Answers
Display No Response As: No Response	Open-Ended Answer Type: <input type="radio"/> None <input type="radio"/> Short Text (Text < 50 characters) <input checked="" type="radio"/> Long Text (Text > 50 characters) <input type="radio"/> Phone <input type="radio"/> Date
Possible Responses (up to 7): 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/>	

The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.



From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.

When you have finished adding screening questions for this Requisition, click the **Continue to Next Page** button.

Assigning Points

In order to assist you in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the **Continue to Next Page** button.

Winston-Salem State University
Online Employment System

• Welcome **Sample Hiring Manager**. You are logged in. Wednesday, November 9, 2005

Create Posting - Laborer

Posting Details | Posting Specific Questions | **Points** | Guest User

On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.

When finished adding points, selecting disqualifying answers, or to skip this section, click **Continue to Next Page** >>.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: 0

Posting Specific Questions

Do you have experience working in an office environment?

ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	0
No	<input type="checkbox"/>	0

0 %

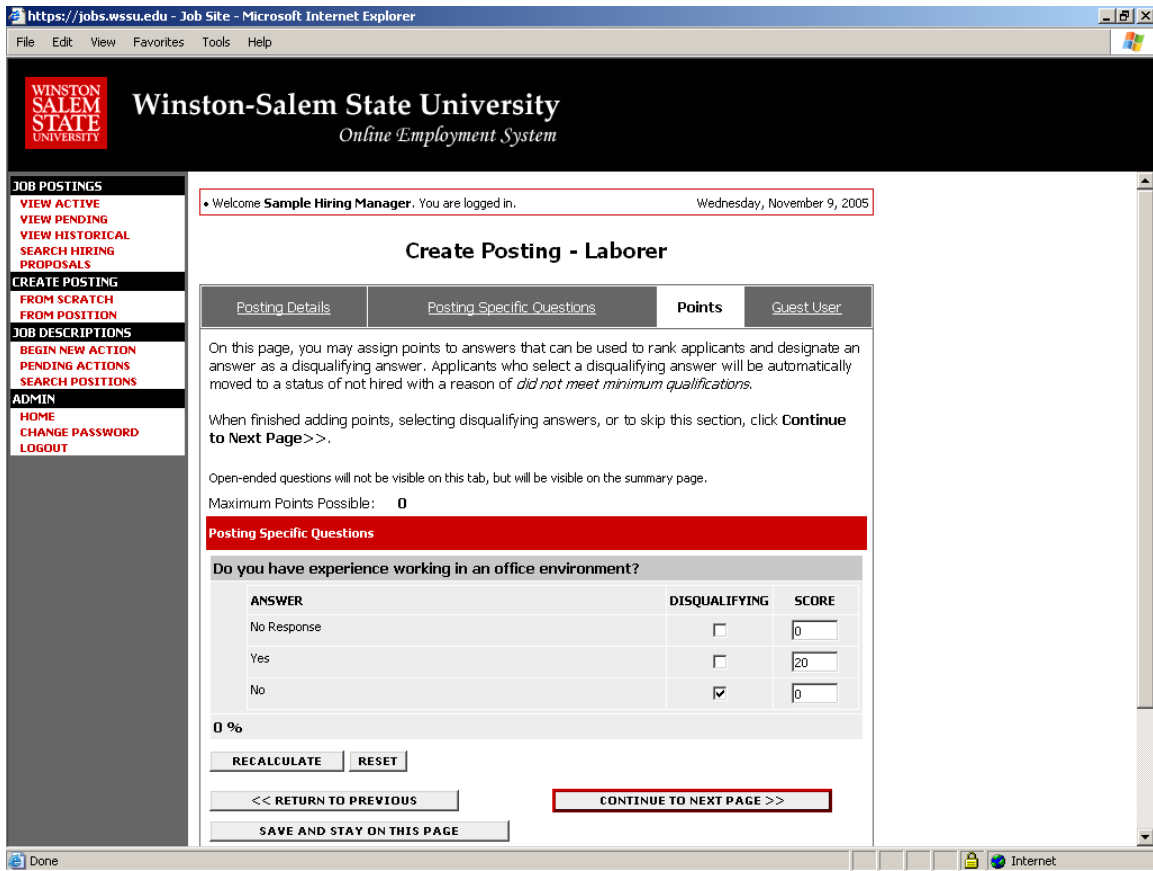
RECALCULATE | RESET

<< RETURN TO PREVIOUS | **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: “Do you have experience working in an office environment?”

NOTE: You may also see questions that were added to this Requisition as part of the template. These questions are displayed on this screen for informational purposes, and you may not designate them as disqualifying or assign them points.



To disqualify a candidate based on a particular answer, click the corresponding box under the word “DISQUALIFYING”. In the above example, when a candidate answers “No” to this question, the system would disqualify them for further consideration for this Requisition. The candidate would receive the “Fail Message” for this position and be classified as “Inactive”.

To specify how many points the applicant should receive for each response, enter a number in the “SCORE” column. For example, an applicant answering “Yes” to this question would receive 20 points.

To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the **Recalculate** button.

Clicking the **Reset** button returns all the Screening Question point values to 0.

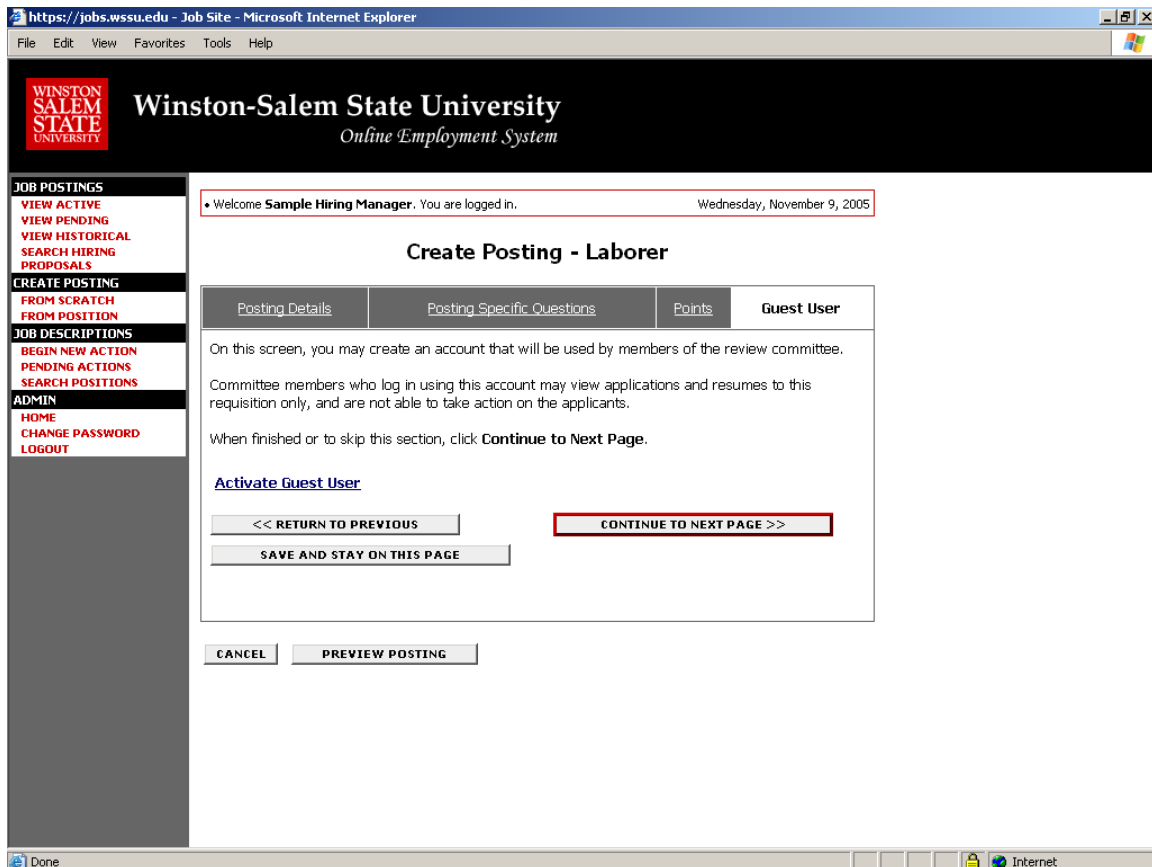
When all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Page** button.

Creating Guest User Account

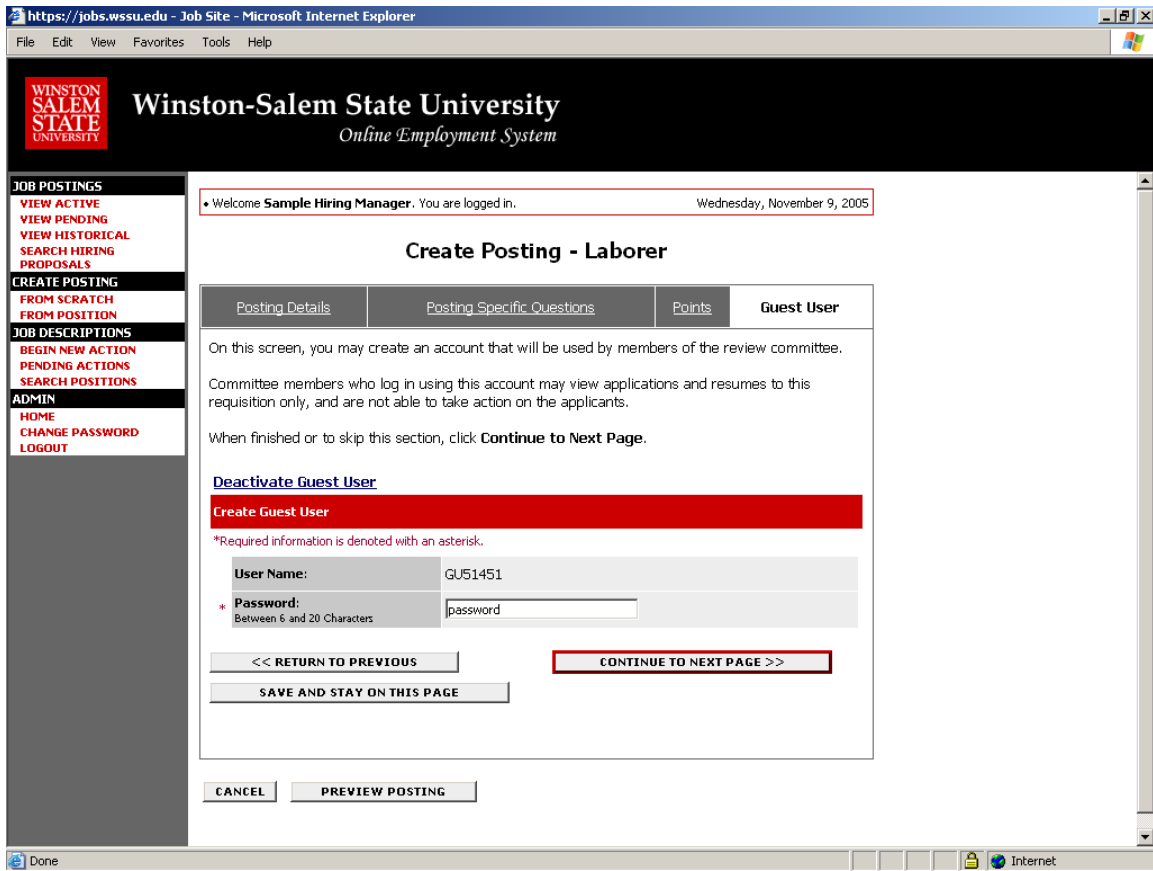
Guest User accounts are used by committee members. If your Requisition involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Requisition.

Guest Users are only able to view the applicants to the Requisition(s) to which they are assigned, and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the Requisition(s) to which they are assigned. When the Requisition is filled, the guest user name and password are automatically deactivated.

To set up a guest user account, click the "Activate Guest User" link.



After clicking the "Activate Guest User" link, you should see a screen similar to the following:



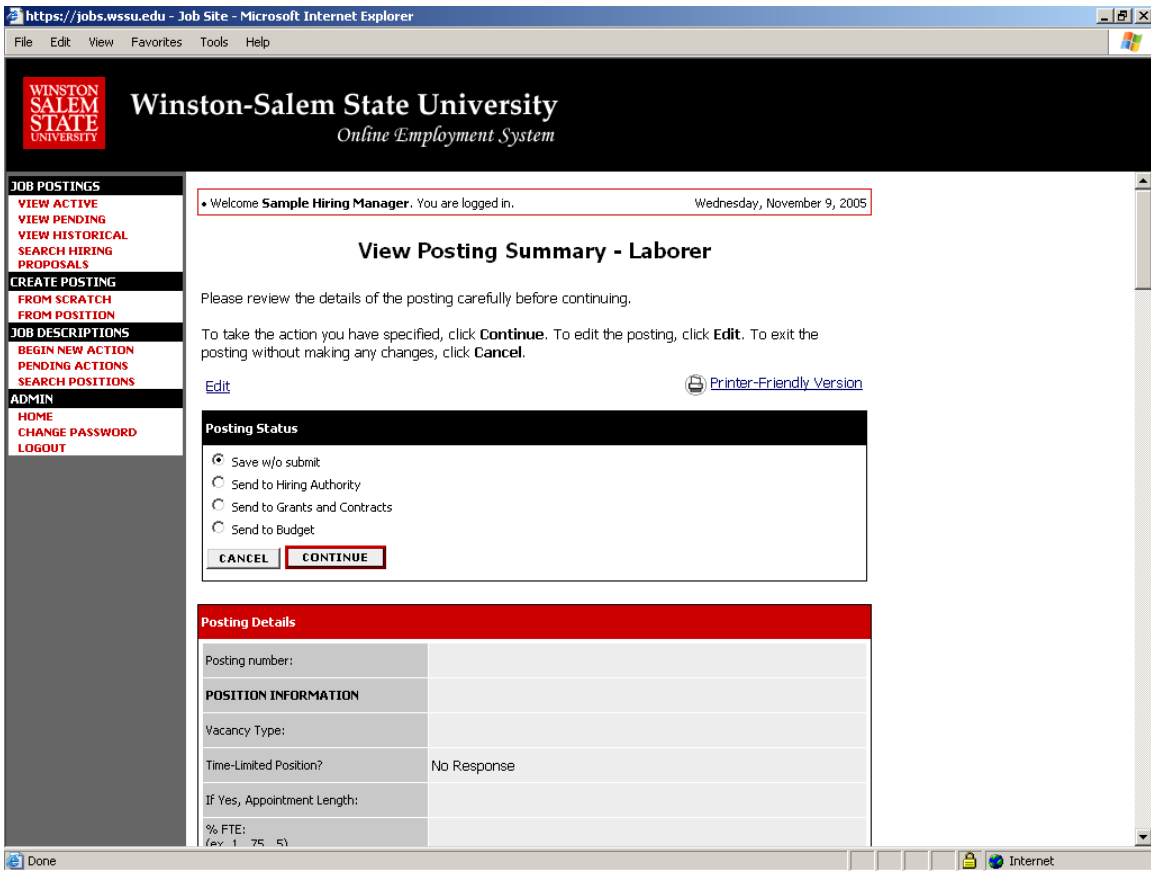
The system automatically assigns a User Name for this Requisition (in this case, GU51373). You will need to enter a password, which must be between 6 and 20 characters.

Please record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.

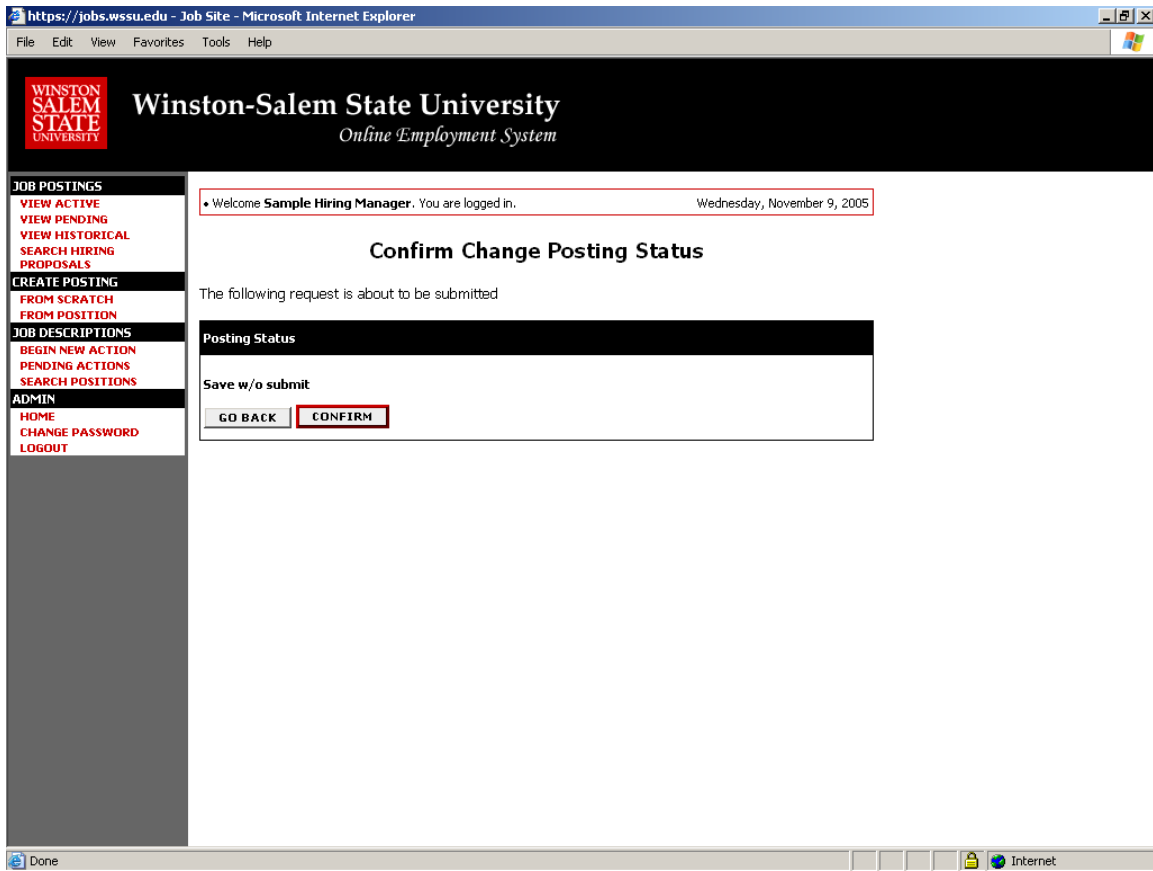
After entering a password for the Guest User, click **Continue to Next Page** to continue to the final step.

Saving/Approving the Posting

After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the requisition, click on the **Continue to Next Page** or **View Requisition Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.



The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Continue** to go to the confirmation page:

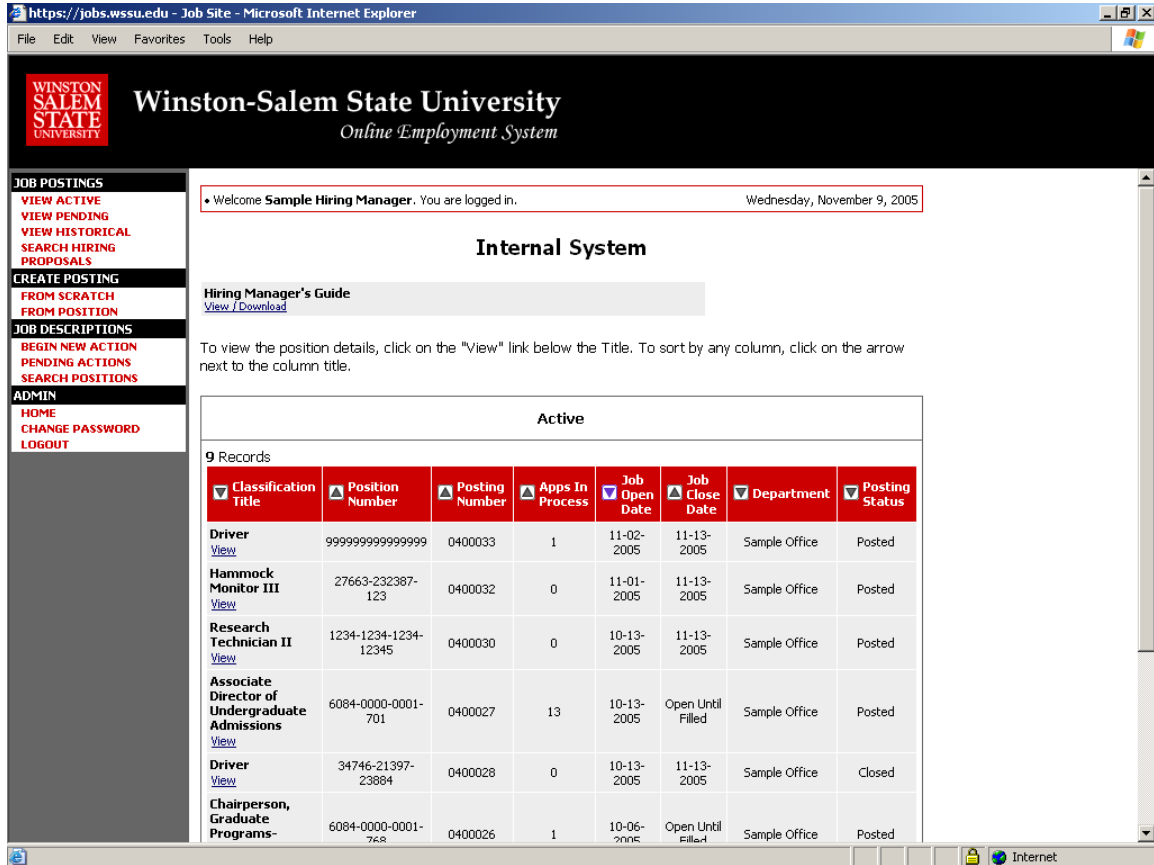


Press **Confirm** to complete this step.

The details of your Requisition are NOT SAVED until you complete this step.

VIEWING APPLICANTS TO YOUR LISTINGS

After logging in to the system, if you have a Listing that is currently accepting applications, you will see a screen that looks similar to the following:



Underneath the Job Listings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Requisitions.

View Active: Listings that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

View Pending: Listings that are Pending are either:

- waiting for final review by HR, including addition of PeopleAdmin specific fields
- approved by HR but not Active on the applicant site

View Historical: Listings that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Listing, including the description and the Applicants to that Listing, click on the word "View" below the relevant title. This will bring you to a screen similar to the following:

https://jobs.wssu.edu - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

WINSTON SALEM STATE UNIVERSITY
Winston-Salem State University
Online Employment System

• Welcome **Sample Hiring Manager**. You are logged in. Wednesday, November 9, 2005

View/Edit Posting - Associate Director of Undergraduate Admissions

Applicants	Posting Details	Posting Specific Questions	Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
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Active Applicants

4 Records

Name	Documents	Score	Date Applied	Hiring Proposal?	Status	All / None
adeyeye, john View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
witherspoon, everette View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
durham, donna View App	Res/CV	0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
turner, tina View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/>	VIEW MULTIPLE APPLICATIONS
<input checked="" type="checkbox"/> Active Applicants	VIEW MULTIPLE DOCUMENTS

Done Internet

You will notice the Listing data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Listing. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

Winston-Salem State University
Online Employment System

• Welcome **Sample Hiring Manager**. You are logged in. Wednesday, November 9, 2005

View/Edit Posting - Associate Director of Undergraduate Admissions

Applicants	Posting Details	Posting Specific Questions	Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
Active Applicants						
4 Records						
▲ Name	Documents	▲ Score	▼ Date Applied	▲ Hiring Proposal?	▼ Status	All / None
adeyeye, john View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
durham, donna View App	Res/CV	0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
turner, tina View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
witherspoon, everette View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
CHANGE MULTIPLE APPLICANT STATUSES						
Refresh			View Multiple			
Minimum Score: <input type="text"/>			VIEW MULTIPLE APPLICATIONS			
<input checked="" type="checkbox"/> Active Applicants			VIEW MULTIPLE DOCUMENTS			

To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applications

To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

The screenshot shows a web browser window displaying the Winston-Salem State University Online Employment System. The page title is "View/Edit Posting - Associate Director of Undergraduate Admissions". The user is logged in as "Sample Hiring Manager" on Wednesday, November 9, 2005.

The main content area displays a table of "Active Applicants" with 4 records. The table has columns for Name, Documents, Score, Date Applied, Hiring Proposal?, Status, and All/None. The applicants listed are:

Name	Documents	Score	Date Applied	Hiring Proposal?	Status	All / None
adeyeye, john View App		0	11-01-2005	No	Under Review by Manager Change Status	<input checked="" type="checkbox"/>
durham, donna View App	Res/CV	0	11-01-2005	No	Under Review by Manager Change Status	<input checked="" type="checkbox"/>
turner, tina View App		0	11-01-2005	No	Under Review by Manager Change Status	<input checked="" type="checkbox"/>
witherspoon, everette View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>

Below the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES". At the bottom of the page, there are buttons for "Refresh", "View Multiple", "VIEW MULTIPLE APPLICATIONS", and "VIEW MULTIPLE DOCUMENTS". There is also a "Minimum Score:" input field and a checked checkbox for "Active Applicants".

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Listing, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Listing" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

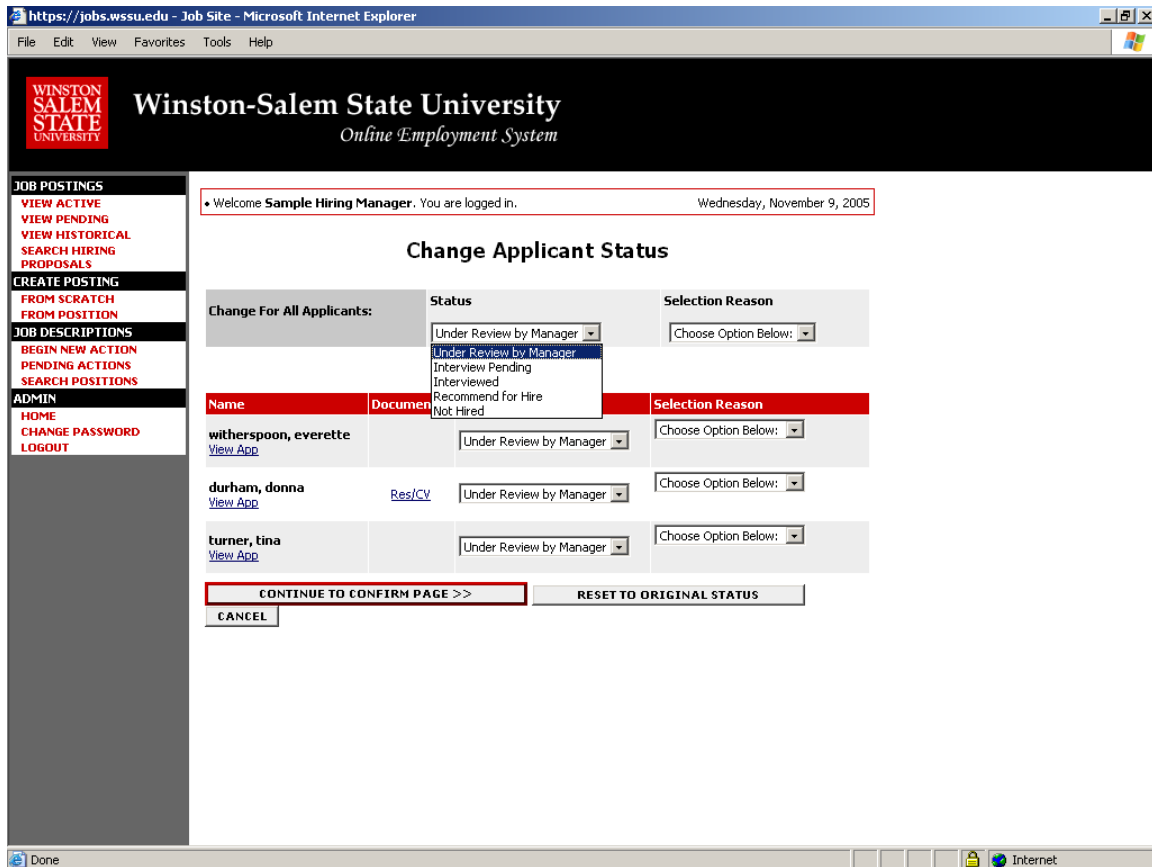
Winston-Salem State University
Online Employment System

• Welcome **Sample Hiring Manager**. You are logged in. Wednesday, November 9, 2005

View/Edit Posting - Associate Director of Undergraduate Admissions

Applicants	Posting Details	Posting Specific Questions	Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
Active Applicants						
4 Records						
Name	Documents	Score	Date Applied	Hiring Proposal?	Status	All / None
adeyeye, john View App		0	11-01-2005	No	Under Review by Manager Change Status	<input type="checkbox"/>
witherspoon, everette View App		0	11-01-2005	No	Under Review by Manager Change Status	<input checked="" type="checkbox"/>
durham, donna View App	Res/CV	0	11-01-2005	No	Under Review by Manager Change Status	<input checked="" type="checkbox"/>
turner, tina View App		0	11-01-2005	No	Under Review by Manager Change Status	<input checked="" type="checkbox"/>
CHANGE MULTIPLE APPLICANT STATUSES						
Refresh			View Multiple			
Minimum Score: <input type="text"/>			VIEW MULTIPLE APPLICATIONS			
<input checked="" type="checkbox"/> Active Applicants			VIEW MULTIPLE DOCUMENTS			

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:



Under the "Status" column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.



- JOB POSTINGS**
 - VIEW ACTIVE
 - VIEW PENDING
 - VIEW HISTORICAL
 - SEARCH HIRING PROPOSALS
- CREATE POSTING**
 - FROM SCRATCH
 - FROM POSITION
- JOB DESCRIPTIONS**
 - BEGIN NEW ACTION
 - PENDING ACTIONS
 - SEARCH POSITIONS
- ADMIN**
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Wednesday, November 9, 2005

Change Applicant Status

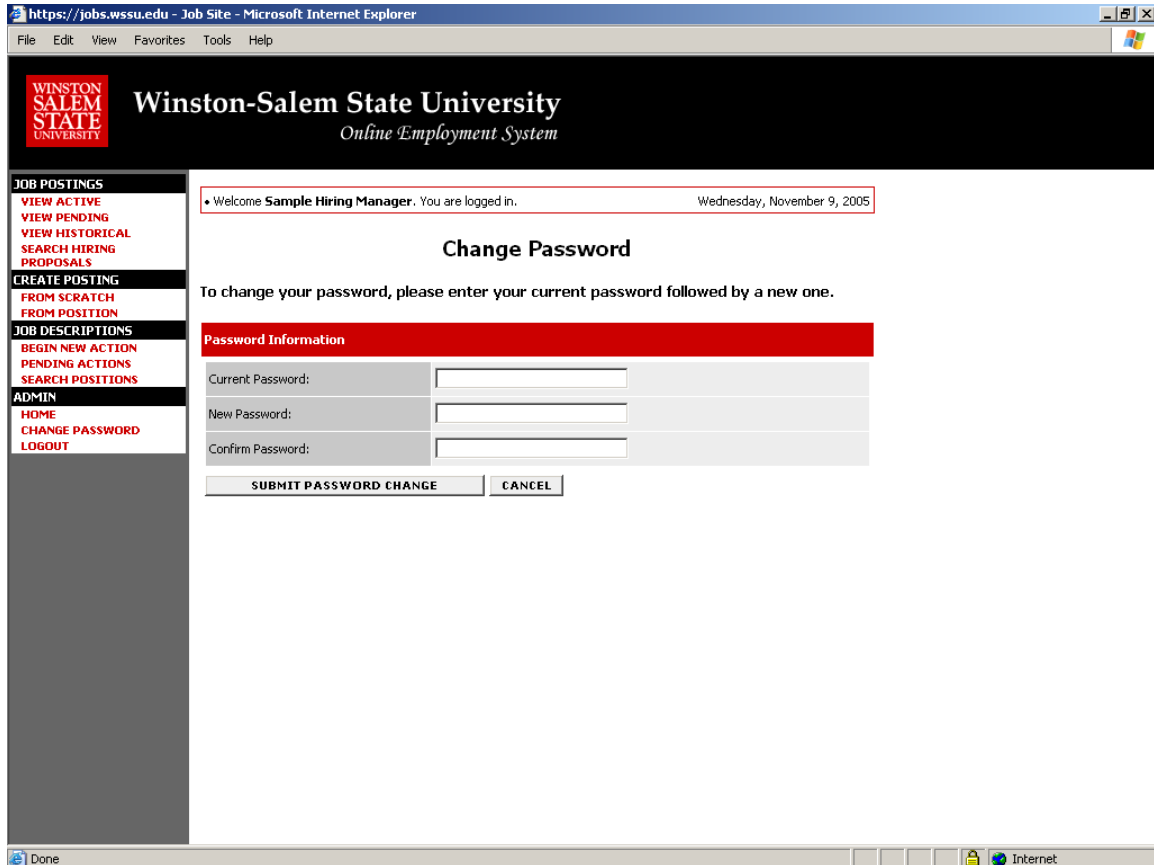
Name	Documents	Status	Selection Reason
witherspoon, everette View App		Interviewed	
durham, donna View App	Res/CV	Interviewed	
turner, tina View App		Interviewed	

ADMINISTRATIVE FUNCTIONS

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Changing Your Password

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.



Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.